
GroupWise 6.5: Level 2

Course Length: 1 Day

Course Description

Students will probably get the most out of this course if they want to learn how to use the advanced features of GroupWise to work with mail messages, as well as documents, tasks, appointments, WebAccess, and Rules.

Prerequisites: To ensure students' success with this course, we recommend that they first take the following courses or have equivalent knowledge:
GroupWise 6.5: Level 1 and *Internet Explorer 6.0: Introduction*.

Delivery Method: Instructor-led, group-paced, classroom delivery learning model with structured, hands-on activities.

Performance-Based Objectives

- Customize GroupWise according to their preferences.
- Use GroupWise Instant Messenger and participate in a discussion thread by using a shared folder.
- Create, share and manage documents, and use GroupWise WebPublisher.
- Use workflows to route, perform, and track tasks.
- Work with mail and documents using the Web Access interface.
- Create and use Rules to automate email responses, manage resource reservations, and set access rights.

Course Content

Lesson 1: Customizing GroupWise

Topic 1A: Customizing the Inbox

Topic 1B: Customizing the Calendar

Lesson 2: Using and Sharing Information

Topic 2A: Using Instant Messaging

Topic 2B: Using Discussion Threads

Lesson 3: Working with Documents

Topic 3A: Creating Documents

Topic 3B: Sharing Documents

Topic 3C: Managing Documents

Topic 3D: Using WebPublisher

Lesson 4: Controlling Workflow

Topic 4A: Working with Tasks

Topic 4B: Tracking a Broadcast Workflow Task

Topic 4C: Tracking a Sequential Workflow Task

Lesson 5: Introduction to GroupWise Web Access

Topic 5A: Exploring the WebAccess Environment

Topic 5B: Working with Mail Messages

Topic 5C: Organizing Web Mail Messages

Topic 5D: Documents and WebAccess

Lesson 6: Working with Rules and Access Rights

Topic 6A: Creating and Using Rules

Topic 6B: Using Rules to Manage Resource Reservations

Topic 6C: Setting Access Rights

Appendix A: Using GroupWise Remote Features

Using Documents and Your Remote Mailbox

Using GroupWise Remote Mode

Sending and Retrieving Items

Sending and Retrieving Items

Appendix B: Using GroupWise with a Palm

GroupWise Access for Palm OS Devices

Accessing WebAccess using a Palm PDA